



## 2017 Vendor Electrical Inspections & Safety Guidelines

**Electrical Inspections:** State of Wisconsin Electrical Inspectors will be performing inspections the three days prior to the opening and during the 2017 Wisconsin State Fair (WSF). To schedule an electrical inspection prior to this call 414.266.4213.

During the inspection, inspectors will be documenting electrical violations and issuing orders to correct. Violations must be corrected within the time frame given by the WFS Fire Marshal. If violations are not corrected within the given time frame, your business will be closed until the violations are corrected. Corrections will be inspected and approved by the WFS Fire Marshal or delegated inspectors prior to reopening. These violations will also be noted on your evaluation and may affect your company's ability to return for future Fairs.

One easy way to avoid violations and identify potential hazards is to conduct your own safety review prior to your electrical inspection. Below we have created a checklist of commonly encountered electrical issues. Examining the lights, equipment, cords and connections in your booth/stand will allow you to be proactive in identifying and solving any issues before they arise. Please use the checklist to evaluate your electrical equipment and make any necessary corrections prior to the inspection.

Electrical Code Compliance Checklist	Yes	No	N/A
1. All electrical equipment shall be listed by UL or by a similar agency. Examples include extension cords, plug-strips, lighting strings and massage equipment shall be listed. Only products marked in the factory with "UL" or similar agency are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>NO</b> "daisy-chaining" of extension cords or plug strips. Connect plug strips directly to power source or <u>one</u> extension cord directly to the power source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Replace or repair damaged or defective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Protect temporary lighting from accidental breakage. All lights must be in a cage, protective cover, sleeve, or be of the "rough service" type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>NO</b> quartz or halogen construction-type lighting permitted. UL listed LED fixtures are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>NO</b> lighting with open bulbs can be located in areas within public reach or where combustible material may contact the bulb (with the exception of UL approved LED fixtures).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Extension cords that are used outdoors must be marked for wet location use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Only three-wire extension cords are permitted. Damaged cords cannot be used. Check all cord ends for broken ground-pins and repair or replace damaged ends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. All wire splices must be made in an electrical box or approved enclosure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>NO</b> Romex can be used outdoors or in any location where it is exposed to physical damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. GFCI protection is required for all 15 and 20Amp 125V receptacles used for temporary power or used outdoors. Test prior to using.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Protect receptacles and switches that are exposed to the weather with protective covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Protect extension cords used where they are likely to be stepped on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Protect temporary electric signs (neon signs) exposed to weather and public contact. Signs used outdoors must be listed for wet locations. <b>For every 1” in height of a portable neon sign, the sign will need to be placed 1” back from the edge of the tent or roofline.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. All water features, spas or similar equipment must be GFCI protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You must comply with all applicable topics covered in this checklist. Failure to do so may affect your ability to conduct business at the Wisconsin State Fair.

NOTE: This information is not intended to be your only electrical information resource. Additional information and knowledge may be necessary for safe electrical use and compliance with the National Electrical Code.

Contact the WSF Staff Electrician with any electrical related questions by calling 414.750.3162.